

File No. _____

APPLICATION FOR CONDITIONAL USE
CITY OF SPRINGDALE, ARKANSAS

1. APPLICANT: _____
Address: _____
Phone: _____ Profit: _____ Non-Profit _____
2. Property Location (street address or layman's description):

3. Record Title Holder of Property: _____
(A copy of the warranty deed should be attached as Exhibit "A")
4. Use Unit requested _____ in _____ Zoning District.
5. Description of the conditional use sought and the reasons why it should be approved:

6. What effects would the proposed conditional use have on the character of the neighborhood and residents?

7. If the conditional use is to only a portion of the land described on the warranty deed, then an accurate legal description provided by a copy of a recent survey certified by a registered land surveyor will be required.
8. The applicant shall be responsible for providing the name and address of all adjacent property owners. This must be a certified list by a licensed abstractor or licensed land surveyor within the past sixty (60) days.
9. All adjacent property owners are to be notified by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting. The applicant must provide evidence in the form of a signed affidavit, that notice has been given to all adjacent property owners subject to the conditional use.

10. Attach a site plan for the proposed conditional use. A site plan shall apply to all conditional uses as specified in each of the zoning districts.

Signature of Record Property Owner(s)

Signature of Applicant

Date: _____

Date: _____

VERIFICATION

I/We, the undersigned, herewith state on solemn oath that we have read the attached application for a conditional use permit and that all the facts, statements, and allegations therein contained are true and correct to the best of my knowledge and belief and that complete disclosure of all material facts have been made.

State of Arkansas)
) ss.
County of _____)

SUBSCRIBED AND SWORN TO before me, a Notary Public, this the _____ day of _____, 20_____.

Notary Public

My commission expires: _____

NOTICE OF PUBLIC HEARING BEFORE THE
SPRINGDALE PLANNING COMMISSION
ON AN APPLICATION FOR CONDITIONAL USE

To All Owners of land lying adjacent to the property at:

Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application has been filed for conditional
use of the above property requesting use as _____

If approved, the conditional use will occur only upon the property described
above.

The Purpose of this request is to:

A public hearing on said application will be held by the Springdale Planning
Commission in the Council Chambers at the City Administration Building, 201
Spring Street, on _____, 20_____
at _____ p.m.

All parties in interest may appear and be heard at said time and place or may
notify the Planning Commission of their views on this matter by letter. All
persons interested in this request are invited to call or visit the Planning Office,
Room 200 City Administration Building, 201 Spring Street, 750-8588, and to
review the application and discuss same with the Planning Staff.

AFFIDAVIT

I hereby certify that I _____

Print or type name

acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the conditional use application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Name: _____

Date: _____

TO THE SPRINGDALE PLANNING COMMISSION

I, _____, hereby authorize
(property owner/applicant)

_____ to represent me and to make
(authorized representative)

decisions on my behalf for _____ which
(Rezoning, Conditional Use, Variance, Large-Scale Development, Subdivision)

is to be presented to the Springdale Planning Commission at their meeting to
be held on _____.

Dated: _____

CONDITIONAL USE CHECK LIST

	\$75.00 Fee
	Application-signed and notarized
	Warranty Deed
	Authorization of Representation
	Adjacent property owners list either from a Title company or a licensed surveyor.
	Notice to adjacent property Owners
	White mail receipts-must be certified, return receipt requested
	Green returns-May be turned in night of Planning Commission meeting
	Document showing authorized signers, if applicable
	Site plan. Must show assigned parking spaces per each use of all structures on site and have a signed parking agreement. Photos are not accepted (see Article 2 Section 13 Chapter 130 Code of Ordinance, must be on 24 X 36 size paper.)
	Affidavit of Mailing
	Legal Notice (Office Use Only)
	Must provide, at the time of submission, Articles of Incorporation on file with the Arkansas Secretary of State
	Days and hours of operation. May be on a separate sheet of paper
	A procedure for Conditional Uses Permissible on Appeal to the Planning Commission as Outlined in Article 4, Chapter 130 (Zoning Ordinance) Springdale Code of Ordinances is attached.

	Per Section 12 Article 2 of the zoning ordinance: A statement obtained from the chief building official and fire marshal indicating compliance of the structure to adopted building and fire codes for the proposed conditional use or required upgrades and/or improvements required for use of the structure for the proposed conditional use.
	A notarized statement by the property owner and applicant recognizing all structural alterations requirements that must be completed inspected and approved prior to occupancy of the structure.